

DATE: March 3, 2011

TO: City Clerk

FROM: Representative Eddie Holguin, Jr.

ADDRESS 2 Civic Center Plaza 10th Floor, El Paso, TX TELEPHONE 915-541-4178

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of March 8, 2011

Board Appointment of Romaree Friedman Herbert to the Committee on Border Relations by

Item should read as follows: Representative Eddie Holguin, Jr., District 5

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Committee on Border Relations

NOMINATED BY: Representative Eddie Holguin, Jr. DISTRICT: 6

NAME OF APPOINTEE Romaree Friedman Herbert
(Please verify correct spelling of name)

BUSINESS ADDRESS: 5555 Cory Dr

CITY: El Paso ST: TX ZIP: 79932 PHONE: 915-203-3804

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Ivan Ramirez

EXPIRATION DATE OF INCUMBENT: 02/28/2011

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: _____
RESIGNED _____
REMOVED X

CITY COUNCIL APPROVAL DATE: 03/08/2011

TERM BEGINS ON : 03/09/2011

EXPIRATION DATE OF NEW APPOINTEE: 02/28/2013

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

ROMAREE FRIEDMAN HERBERT

OBJECTIVE

To obtain a position teaching, counseling or case management, in a not-for-profit organization, school, hospital or public sector.

SUMMARY OF SKILLS

- Proficient in Spanish
- Excellent skills in working with diverse populations, including the chronically mentally ill, developmentally disabled youth, senior citizens and severely emotionally disturbed
- Outstanding skills in assessing clients needs for clinical, social and vocational rehabilitation services
- Concise in daily documentation and reaching goals
- Sensible and knowledgeable of cultural issues

PROFESSIONAL EXPERIENCE

Teaching and English as a Second Language Instructor

- Instructed students in English as a Second Language
- Developed curricula, lesson plans and administered exams
- Coordinated reading, listening, pronunciation and writing assignments
- Taught as a substitute teaching for grades K-12 and junior college

COUNSELING

- Provided academic, vocational and recreational support to clients
- Successfully engaged clients in group and individual counseling
- Facilitated psycho-education groups
- Provided feedback and resources for runaway hotline
- Advocated on clients behalf
- Assisted client in building communication, leadership, and interpersonal skills and obtaining and sustaining employment in the community

PROGRAM COORDINATION/MANAGEMENT

- Coordinated with other social service and mental health agencies
- Conducted and organized intakes from psych-hospitals and jail houses
- Implemented individualized program plans
- Supervised and trained counselors and socialization staff
- In charge of management and supervision of client residence

EMPLOYMENT HISTORY

Freelance writer and columnist- reporting on various topics related to socialization and mental health, Los Angeles, CA. and El Paso, TX. 2000-2010

Social Service Counselor, San Fernando Valley Adult Day Care, Granada Hills, CA. 2005-2009

Adult School Teacher and Community Representative, Los Angeles Independent School District, Los Angeles, CA. 2006-2008

Socialization Director, Portals Mental Health Rehabilitation Services, Los Angeles, CA. 2000-2003

Exchange Program Coordinator, ERDT/SHARE! High School Exchange Program, El Paso, TX. 1998-2000

English as a Second Language Instructor, El Paso Community College, El Paso, TX. 1998-2000

EDUCATION

University of Texas- BA Communication

May 1998

INTERNSHIPS

Red Cross Volunteer (Overseas)

Candy Striper (Hotel Dieu Hospital, El Paso TX.)

Special Olympics Mentor

Write Girl Mentor

Camp Max Strauss Mentor

Summer Camp Counselor

TRAININGS

CPR

First Aide

Food Handlers

Earthquake Preparedness

Non-Violent Crisis Intervention